



Santa Rosa County Building Inspection Department

Santa Rosa County Public Service Center
6051 Old Bagdad Highway, Room 202
Milton, Florida 32583

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Building Official

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Deputy Building Official

Requirements for Mobile Home Installation

Block and Tie Down Permit (Includes Zoning Fee). \$85.00
(This does not include the fire or road impact fees)

Electrical Permit \$40.00

Mechanical Permit. \$40.00

Gas Permit. \$40.00

Plumbing Permit. \$40.00

****Only Zone II and Zone III Mobile Homes are allowed in Santa Rosa County****

Block and Tie Down Permits will be issued to Licensed Installers Only.

The following documentation must be submitted in order to obtain permits:

1. Completed Application
2. Parcel number of property (19 digit number) from Property Appraiser's tax receipt. (983-1880).
3. Letter from Addressing with correct address (981-7150).
4. Septic Tank Permit or existing septic tank release letter from the County Health Department, or a copy of your sewer tap receipt.
 - a. Milton Environmental Health -983-5275
 - b. Gulf Breeze Health - 934-5177
5. Water Tap Receipt from the company providing water service.
6. If you live in one of the fire districts listed below a fire impact fee is required to be paid and documentation of the payment is required before a permit can be issued.
 - a. Avalon Fire District- 602-6313 Mr. Don Galbert (Must make an appointment)
 - b. Holley/Navarre Fire District- 939-0755
 - c. Midway Fire District- 934-4765

7. As of January 1, 2006, a County Road Impact fee on all new non-replacement residences is required to be either partially or completely paid before the permit is written. Please contact our department to find out more information regarding the fee- 981-7000
8. 2 copies of a plot plan will be required showing the location of the mobile home, in relation of the property lines, road and driveway location, and any other structures located on the parcel of land.
9. 2 copies of a scale drawing of all pier block locations, foundation or footer dimensions.
10. 2 copies of the Soil Load Bearing capacity at the installation site (A compaction test)
11. One copy of the pertinent pages from the installation manual and the original installation manual.
12. Valid Mobile Home Registration Decal or Valid Mobile Home Permanent Real Property Decal. (Obtained from the Tax Collector's Office 983-1800).
13. Should the property be located within designated flood prone area a Certified Elevation Certificate will be required after the Mobile Home is situated on the property.
14. Mobile Homes constructed after July 13, 1994 must be identified for Zone II or Zone III classification on the data plate, deed or title. The inspector will need to enter the mobile home to verify this classification.
15. The inside electrical panel cover will need to be removed for this inspection.

BEFORE ELECTRICITY WILL BE RELEASED FOR MOBILE HOMES

The final Block and Tie Down, the final Electrical, and the final Plumbing Inspections must pass. Call the Santa Rosa County Building inspection Department at 981-7000 to request inspections. Please schedule all inspections together to be inspected at one time. If the inspections are not called in all at one time the inspection will be conducted only after all the inspections have been requested.

Stairs, handrails and/or guardrails MUST be installed.

The final Engineering inspection (Driveway) must pass. Call Santa Rosa County Road and Bridge Department to request an Inspection 626-0191.

The final Septic Tank permit approval must be received at the Building Inspection Department. Call the appropriate Health Department to request that the approvals be sent to the Santa Rosa County Building Inspection Department.